

REAFFIRMATION PROCEDURE FOR AFFIDAVITS
2/24/03 Revision

A. BEFORE THE PLANNING COMMISSION HEARING

1. On or before the close of business **twenty-two (22) business days prior to the public hearing** before the Planning Commission, the applicant or the applicant's authorized agent, which agent must be listed in Paragraph 1(a) of the applicant's affidavit, *shall*:

- a. Submit a new affidavit; or
- b. Reaffirm the approved affidavit for the application. The reaffirmation of the approved affidavit shall be submitted to the Office of the County Attorney on a REAFFIRMATION OF AFFIDAVIT form provided by the County.

Note: If at the time of reaffirmation, the information on the approved affidavit must be changed, deleted or supplemented in any way, a new affidavit on an affidavit form provided by the County must be submitted to the Office of the County Attorney, and the affidavit paragraphs where such changes, deletions, or additions occur must be identified on the above-described REAFFIRMATION OF AFFIDAVIT form.

2. If the affidavit must be revised or supplemented in any way after the deadline listed in Paragraph A(1) above, the Office of the County Attorney must receive the revised affidavit by close of business, no later than **seven (7) business days prior to the scheduled Planning Commission hearing**. Failure to submit the affidavit by deadline is cause for removal of the application from the scheduled Planning Commission hearing. If such deferrals require renotification, the costs shall be borne by the applicant.

3. At each and every hearing on the application before the Planning Commission, the applicant or the applicant's authorized agent, who must be listed in Paragraph 1(a) of the applicant's affidavit, shall be required to make an oral statement that the reaffirmed affidavit or the new affidavit is correct and accurate as of the date of the hearing.

4. If the applicant's hearing before the Planning Commission is deferred to a date, which is more than eight (8) weeks subsequent to the scheduled hearing date, the reaffirmation procedure described in Paragraph A(1) above shall be followed again.

B. BEFORE THE BOARD OF SUPERVISORS HEARING

1. If prior to the hearing before the Board of Supervisors, the applicant's approved affidavit which was reaffirmed at the hearing before the Planning Commission

must be changed, deleted or supplemented in any way, a new affidavit on an affidavit form provided by the County must be submitted to the Office of the County Attorney before the close of business at least **seven (7) business days prior to the scheduled hearing date**. Failure to submit a new affidavit by the deadline will result in the removal of the application from the scheduled public hearing before the Board of Supervisors, unless the Board waives the seven-day deadline on its own motion.

Note: The failure to timely update the disclosure of financial relationships in an affidavit to accurately reflect the disclosure of financial relationships within the 12 months immediately preceding the Board's hearing may result in omissions or an incorrect, overinclusive affidavit, which would require the submission of a new affidavit and will result in removal of the application from the scheduled public hearing before the Board of Supervisors, unless the Board waives the seven-day deadline on its own motion.

2. Except in instances when a new affidavit is submitted in accordance with Paragraph B(1) and such submission is made less than 14 days immediately preceding any hearing before the Board of Supervisors, the applicant shall submit to the Office of the County Attorney a new Reaffirmation of Affidavit form before the close of business at least **seven (7) but no more than fourteen (14) business days prior to the scheduled hearing date**. Failure to submit a new affidavit or a reaffirmation affidavit by these deadlines will result in removal of the application from the scheduled public hearing before the Board of Supervisors, unless the Board waives these deadlines on its own motion.

3. If at the Board's hearing or at a point less than seven (7) business days prior to the Board's hearing, any changes are required or made to a new affidavit or to the reaffirmation affidavit, thereby resulting in the hearing being rescheduled, then the applicant shall submit to the Office of the County Attorney a new affidavit on an affidavit form provided by the County before the close of business at least **seven (7) but no more than fourteen (14) business days prior to the rescheduled hearing date**. Failure to submit the new affidavit by these deadlines will result in removal of the application from the rescheduled public hearing before the Board of Supervisors, unless the Board waives these deadlines on its own motion.

4. At each and every hearing on the application before the Board of Supervisors, the applicant or the applicant's authorized agent, described in Paragraph A(1) above, shall be required to make an oral statement that the reaffirmed affidavit or the new affidavit is correct and accurate as of the date of the hearing.

C. BEFORE THE BOARD OF ZONING APPEALS HEARING

1. If prior to the hearing before the Board of Zoning Appeals, the applicant's approved affidavit must be changed, deleted, or supplemented in any way, a new affidavit on an affidavit form provided by the County must be submitted to the Office of the County Attorney on or before the close of business **twenty-two (22) business days prior to the scheduled hearing date**.

2. At each and every hearing on the application before the Board of Zoning Appeals, the applicant or the applicant's authorized agent, described in paragraph A (1) above, shall be required to make an oral statement that the approved affidavit or the new affidavit is correct and accurate as of the date of the hearing.

REAFFIRMATION OF AFFIDAVIT

In reference to the Affidavit dated _____ for the application of
(enter date of affidavit)

(enter name(s) of applicant(s))

in Application No(s): _____
(enter application number(s))

I, _____, do hereby state that I am an

(check one) ☐ applicant (must be listed in Par. 1(a) of the above-described affidavit)

☐ applicant's authorized agent (must be listed in Par. 1(a) of the above-described affidavit)

and that to the best of my knowledge and belief, the following information is true:

(check one) ☐ I have reviewed the above-described affidavit, and the information contained therein is true and complete as of _____.
(enter today's date)

☐ I have reviewed the above-described affidavit, and I am submitting a new affidavit which includes changes, deletions or supplemental information to those paragraphs of the above-described affidavit indicated below:

(Check if applicable)

☐ Paragraph 1(a)

☐ Paragraph 2

☐ Paragraph 1(b)

☐ Paragraph 3

☐ Paragraph 1(c)

WITNESS the following signature:

(check one) ☐ Applicant ☐ Applicant's Authorized Agent

(Type or print first name, middle initial, last name and title of signee)

Subscribed and sworn to before me this _____ day of _____, _____, in
the State/Commonwealth of _____, County/City of _____.

Notary Public

My Commission expires: _____